

JOB TITLE: WBL Administrator

SALARY: BS Scale 12 – 18 BAR 19 - 21

REPORTS TO: WBL Contract and Compliance Manager

Job Description

Job Purpose

To provide timely and effective data processing and administrative support within the WBL Contract and Compliance Team. To support the successful implementation and ongoing maintenance and development of the Maytas, Maytas Hub and EBS systems.

Key Responsibilities

- To collect, check and process work-based learning data (apprentices and JGW+ learners) on Maytas and where applicable, EBS systems and to maintain accurate records which are identifiable, traceable and retrievable.
- To liaise with faculties to ensure the accurate and timely submission of learner and programme information is received and processed within an appropriate timeframe
- To send, and respond to, communication to and from learners and employers, communicating positively and effectively to enquiries
- Respond positively to requests for information, advice and assistance from staff, students and external customers.
- To develop and maintain programme templates and set ups within Maytas and Maytas Hub
- To monitor and claim Frameworks from relevant awarding bodies
- Ensure the auditing and compliance of WBL systems and processes under the direction of the WBL contract and compliance manager
- To provide a high-quality service and to maintain customer care as a principal part of service delivery during WBL inductions and enrolments
- To provide a full range of administrative support services within the department in compliance with Cyber Essentials Plus

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.

- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • If not held, to undertake and achieve a minimum level 3 / 4 qualification in a relevant discipline within an agreed timescale • Good general education to minimum level 2 or above to include English, Maths and IT 	<ul style="list-style-type: none"> • Minimum level 3 / 4 qualification in a relevant discipline (or currently working towards) • IT Level 2 qualified 	Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Proficient in the use of the Microsoft Office Suite of applications, (in particular the use of Excel and Word) • Experience of working within a busy office environment • Demonstrable evidence of working experience at a minimum of Level 2 IT 	<ul style="list-style-type: none"> • Up to date experience of using Maytas and EBS systems or use of management information systems • Experience of minute taking for meetings 	Application Form/Interview Skills Testing
Skills & Abilities	<ul style="list-style-type: none"> • Have a well organised, proactive approach to work and be able to work under pressure to meet deadlines • Excellent interpersonal and communication skills • Excellent spelling and grammar • Ability to use own initiative and prioritise workload • Ability to communicate effectively at all levels (written, verbal) • Accuracy and attention to detail 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	Interview Skills Testing
Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • Strong Team player • High degree of diplomacy and discretion when handling sensitive and confidential data • Numeracy skills and a logical approach 		Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults. 		

TEITL Y SWYDD:	Gweinyddwr DSW
CYFLOG:	Graddfa BS 12 – 18 BAR 19 - 21
ADRODD I'R:	Rheolwr Contract a Chydymffurfiaeth DSW

Disgrifiad Swydd

Pwrpas y Swydd

Darparu cymorth gweinyddol a phrosesu data amserol ac effeithiol o fewn y Tîm Contract a Chydymffurfiaeth DSW. Cefnogi gweithrediad llwyddiannus a gwaith chynnal a chadw a datblygiad parhaus systemau Maytas, Hwb Maytas ac EBS.

Cyfrifoldebau Allweddol

- Casglu, gwirio a phrosesu data dysgu seiliedig ar waith (prentisiaid a dysgwyr JGW+) ar systemau Maytas a lle bo'n berthnasol, systemau EBS a chynnal cofnodion cywir y gellir eu hadnabod, y gellir eu holrhain a'u hadalw
- Cydgysylltu â chyfadranau i sicrhau bod gwybodaeth am ddysgwyr a rhaglenni yn cael ei chyflwyno'n gywir ac yn amserol ac yn cael ei phrosesu o fewn amserlen briodol
- Anfon ac ymateb i gyfathrebu i ac oddi wrth ddysgwyr a chyflogwyr, gan gyfathrebu'n gadarnhaol ac effeithiol i ymholiadau
- Ymateb yn gadarnhaol i geisiadau am wybodaeth, cyngor a chymorth gan staff, myfyrwyr a chwsmeriaid allanol
- Datblygu a chynnal templedi rhaglen a gosodiadau o fewn Maytas a Hwb Maytas
- Monitro a hawlio Fframweithiau gan gyrrff dyfarnu perthnasol
- Sicrhau bod systemau a phrosesau Dysgu Seiliedig ar Waith yn cael eu harchwilio a'u bod yn cydymffurfio o dan gyfarwyddyd y Rheolwr Contract a Chydymffurfiaeth DSW
- Darparu gwasanaeth o ansawdd uchel a chynnal gofal cwsmer fel rhan allweddol o'r gwasanaeth a ddarperir yn ystod sesiynau sefydlu a chofrestriadau DSW
- Darparu ystod lawn o wasanaethau cymorth gweinyddol o fewn yr adran yn unol â Cyber Essentials Plus

Cyfrifoldebau Cyffredinol

- To operate within budget constraints, and secure financial control and value for money in all activities.
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- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
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- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.

- Gweithredu o fewn cyfyngiadau cyllideb, a sicrhau rheolaeth ariannol a gwerth am arian ym mhob gweithgaredd
- Cyfrannu at ddiwylliant o welliant parhaus
- Dangos ymddygiad sy'n gyson ag arddull rheoli agored, cynhwysol a chyfranogol
- Cymryd rhan mewn gweithgareddau datblygiad proffesiynol personol
- Cydymffurfio â'r holl Bolisiau a Gweithdrefnau traws-golegol a chymryd cyfrifoldeb penodol am ymrwymiad y Coleg i amrywiaeth, cyfle cyfartal ac am gynnal amgylchedd gwaith diogel ac iach
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd, cymwysterau a phrofiad
- Cadw'n gyfoes â'r holl wybodaeth a datblygiadau arbenigol perthnasol – gan gynnwys deddfwriaeth – ac asesu effeithiau, gan sicrhau eu bod yn cael eu lledaenu neu eu gweithredu'n briodol
- Annog staff i ymgymryd â chyfleoedd diwydiannol fel rhan o weithgarwch ysgolheigaidd fel y bo'n briodol
- Gweithio i'r safonau proffesiynol uchaf yn unol â'r Cod Ymddygiad Staff a chydymffurfio'n llawn ag ymrwymiad y Coleg i gydraddoldeb ac amrywiaeth
- Diogelu a hyrwyddo lles plant ac oedolion bregus
- Cadw at Bolisi Diogelu Data'r Coleg a chanllawiau Cyfathrebu Electronig gan gynnwys defnyddio e-bost a'r rhyngwrwyd
- Cymryd gofal rhesymol o'ch iechyd a diogelwch eich hun, ac o ddiogelwch pobl eraill yn unol â pholisiau a gweithdrefnau'r Coleg

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MANYLEB PERSON

Meini Prawf Dewis	Hanfodol	Dymunol	Dull Asesu
Cymwysterau a Hyfforddiant	<ul style="list-style-type: none"> Os heb y cymhwyster hwn, yna cyflawni o leiaf cymhwyster lefel 3/4 mewn disgyblaeth berthnasol o fewn amserlen y cytunwyd arni Addysg gyffredinol dda i isafswm lefel 2 neu uwch i gynnwys Saesneg, Mathemateg a TG 	<ul style="list-style-type: none"> Cymhwyster lefel 3/4 o leiaf mewn disgyblaeth berthnasol (neu'n gweithio tuag ato ar hyn o bryd) Cymhwyster TG Lefel 2 	Ffurflen gais
Gwybodaeth a Phrofiad	<ul style="list-style-type: none"> Hyfedr yn y defnydd o gyfres o gymwysiadau Microsoft Office, (yn enwedig defnyddio Excel a Word) Profiad o weithio mewn amgylchedd swyddfa prysur Tystiolaeth amlwg o brofiad gwaith ar o leiaf Lefel 2 TG 	<ul style="list-style-type: none"> Profiad cyfredol o ddefnyddio systemau Maytas ac EBS neu ddefnyddio systemau gwybodaeth reoli Profiad o gymryd cofnodion ar gyfer cyfarfodydd 	Ffurflen gais/ Cyfweliad Profi Sgiliau
Sgiliau a Gallu	<ul style="list-style-type: none"> Meddu ar ymagwedd drefnus, ragweithiol at waith a gallu gweithio dan bwysau i gwrdd â therfynau amser Sgiliau rhyngpersonol a chyfathrebu rhagorol Sillafu a gramadeg ardderchog Y gallu i ddefnyddio eich menter eich hun a blaenoriaethu llwyth gwaith Y gallu i gyfathrebu'n effeithiol ar bob lefel (ysgrifenedig, llafar) Cywirdeb a sylw i fanylion 	<ul style="list-style-type: none"> Y gallu i gyfarch yn Gymraeg at ddiben darparu gwasanaeth cwsmer 	Cyfweliad Profi Sgiliau
Nodweddion Personol	<ul style="list-style-type: none"> Dull hygyrch, hyblyg a phroffesiynol Chwaraewr tîm cryf Lefel uchel o ddiplomyddiaeth a disgresiwn wrth drin data sensitif a chyfrinachol Sgiliau rhifedd ac ymagwedd resymegol 		Cyfweliad
Gofynion Arbennig	<ul style="list-style-type: none"> Addas i weithio gyda phlant ac oedolion bregus. 		